

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SECRETARY I
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2836

OVERVIEW

Under the direct supervision of the Audit Manager and under the lead of the Supervising Internal Auditors, the Secretary I will provide varied secretarial and office support to professional and managerial staff, and perform related work as assigned.

RESPONSIBILITIES

- Formats, types, and proofreads a variety of documents, such as correspondence, manuscripts, program materials, contracts, grants, proposals, tables, charts, and graphs; transcribes dictation; takes minutes;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation;
- Drafts routine correspondence;
- Coordinates and organizes standard activity reports, travel activities and communication/transmission of field work results;
- Organizes and maintains various files; purges files as needed;
- Coordinates the preparation and provision of materials and binders for meetings and programs;
- Follows up on projects, transmits information, and keeps informed of unit and organizational activities;
- Researches and compiles a variety of information, maintains records, and prepares periodic and special reports;
- Schedules and arranges for meetings; makes room reservations, prepares agendas, and summarizes meeting results as requested;
- Prepares and processes expense and travel claims; keeps financial records;
- Operates a variety of standard and specialized office equipment, such as typewriters, personal computers, fax machines, telephones, and copiers;
- Performs small photocopying jobs; maintains photocopier and office supplies;
- Prepares mailings; stuffs envelopes, prepares mailing labels, distributes mass mailing materials;
- Opens, sorts, and distributes incoming mail;
- Receives and screens visitors and telephone calls; serves as relief receptionist;
- Coordinates the personnel availability calendar; and
- Assists with fleet coordination.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays; and
- May be required to travel statewide as necessary to provide on-site support.

QUALIFICATIONS

Equivalent to graduation from high school and one year of secretarial experience.

OR

One year as an Office Assistant II with the judicial branch.

Ability to:

- Understand and follow oral and written directions;
- Provide varied secretarial and office assistance to professional and managerial staff;
- Perform standard secretarial and office practices and procedures, including filing, business letter writing, and the standard format for typed materials;
- Compose correspondence independently or from brief instructions;
- Accurately take minutes and transcribe dictation;
- Safely operate a variety of standard office equipment;
- Operate personal computers and use specific computer applications, such as e-mail, word processing, power point, database and spreadsheets;
- Organize own work, set priorities, and meet critical deadlines;
- Communicate effectively in English, orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

DESIRABLE QUALIFICATIONS

- Knowledge and ability to operate a calendaring computer application; and
- Knowledge and ability to operate Microsoft Access.

HOW TO APPLY

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our web site at www.courtinfo.ca.gov/careers/, and search for Job Req-22836, Secretary I. This position requires the submission of our official application and response to supplemental questions.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS**SALARY RANGE**

\$ 3,225 - \$3,920 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month

- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
SECRETARY I
Job Req #002836**

This supplemental form is intended to provide more detailed information about your work experience. Your answers to the following questions will allow us to better assess your qualifications.

1. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience in the space below.

2. Do you have experience preparing lengthy, complex reports? If so, briefly describe the nature of the report and your role in preparing it.

3. Describe your experience preparing meeting agendas, meeting notes, presentation materials and any another type of written correspondence.

4. This question refers to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate," "Advanced," or "None" and describe a project that you performed using that software. Please specify how you have used advanced features of the software such as macros, tables, or mail merge.
 - a. MS Word or other word processing software? Please specify.
 - b. Microsoft PowerPoint?
 - c. Calendaring software? Please specify.
 - d. Microsoft Excel or other spreadsheet software? Please specify.
 - e. Microsoft Access or other database software? Please specify.